

**CITY OF CAMDEN, SOUTH CAROLINA  
JOB DESCRIPTION 10-25-2025**

**LIEUTENANT - PATROL  
POLICE DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under limited supervision, is responsible for supervising the Patrol Division for the Police Department. Ensures enforcement of traffic laws and regulations (city ordinances) to include investigating traffic accidents, ensuring the safety of the streets, directing traffic at various public events, reviewing reports of Police Officers, and preparing various reports and documents. Reports to the Police Chief or his designee.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Is responsible for the patrol of the City in an attempt to prevent crime and ensure the safety of life and property of citizens.

Manages, plans and directs all activities, operations and personnel of all functions of the Patrol Division which involves instructing, assigning, reviewing and planning work; coordinating activities; maintaining standards; allocating personnel; acting on employee problems; selecting new employees; ensuring proper training; and providing recommendations for transfers/promotions, disciplinary action, discharge and salary increases.

Ensures the enforcement of traffic laws and regulations which involves investigating traffic accidents, ensuring that streets are in good repair and that signs are legible, recommending changes to improve traffic conditions, promoting and controlling orderly flow of traffic, monitoring parking violations, directing traffic, reviewing Patrol Officers' reports, and issuing tickets (warnings or citations) to traffic violators.

Executes the enforcement of policies and regulations governing the activities of the department. Ensures compliance with rules and regulations. Ensures that all officers work together within the department as well as with all other agencies.

Promotes public relations activities to include presenting traffic safety education programs, speaking at civic functions, registering bicycles and assigning stickers.

Accepts citizen complaints and inquiries and assures proper follow up and response are completed. Supports public relations efforts of the department which involves preparing speeches, coordinating with new media in order to effectively cover crimes and law enforcement situations within the City.

Receives, reviews, prepares and processes various forms and documents to include incident reports, equipment and maintenance contracts, mutual aid agreements, proposed procedure orders, vehicle maintenance reports, budget print-outs, NCIC documentation, grant documentation, annual crime reports, etc.

Interacts and communicates with various groups and individuals to include supervisor, staff members, other City staff members, other Police and law enforcement groups, customers, sales representatives, SLED representatives, etc.

Utilizes, operates, and maintains various types of machinery and equipment including vehicle, copier, fax machine, computer, radio, radar, firearms, surveillance equipment, various law enforcement tools, and general office supplies.

**ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

**MINIMUM TRAINING AND EXPERIENCE**

An Associate's or Bachelor's degree in criminal justice or related field, and a minimum of five (5) years of experience in law enforcement, with experience at ranking levels or any related combination of education and experience. Must demonstrate a strong working knowledge of criminal law, case preparation from beginning to end (court), and interview/interrogation techniques.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate different types of equipment including police vehicle and other law enforcement equipment, etc. Must be physically able to exert up to one hundred pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Work involves reaching, stooping, bending, standing, walking, running, climbing and balancing.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor. Includes the receiving of information and instructions from supervisors.

**Language Ability:** Requires the ability to read and prepare a variety of documents and reports using the proper format, punctuation, spelling and grammar. Has the ability to speak with co-workers and the general public with poise, voice control and confidence. Must be able to speak effectively to large groups. Voice and language must be clearly expressed so that radio transmission can be easily understood.

**Intelligence:** Can learn and apply principles of rational systems such as investigative law enforcement in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions. Is able to communicate by way of a two-way radio.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages and decimals; and determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Must have excellent hand/eye coordination. Requires the ability to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of small items such as knobs, switches, needles, medicine vials, etc. Must be able to twist, push and pull knobs or switches, etc. Must have maximum levels of eye/hand/foot coordination. Must be able to use both hands effectively to fire a handgun/shotgun and to handcuff suspects.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Has the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under high stress when confronted with emergency, dangerous and life-threatening situations.

**Physical Communications:** Requires the ability to talk and/or hear (talking-expressing or exchanging ideas by means of spoken words, hearing – perceiving nature of sounds by ear). Must be able to speak clearly and must be able to hear low, monotone sounds such as whispers, blood pressure and lung sounds, etc.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has considerable knowledge of the practices, procedures, rules and regulations of the Police Department as they relate to the Patrol Division. Is knowledgeable of lead-supervisory techniques and methods and is able to supervise patrol officers and traffic activities effectively. Has knowledge of all activities related to law enforcement, investigations, criminal justice and related activities and programs, especially traffic related. Knows how to maintain emergency vehicles and related equipment, supplies and materials. Is skilled in administering first aid and CPR. Has knowledge in all proper techniques relating to handling criminals and suspects. Is able to work in varying degrees of adverse weather conditions. Knows how to operate two-way radio equipment. Is knowledgeable of radio codes and signals. Is able to work under highly stressful conditions.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under “Specific Duties and Responsibilities”.

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and on time with a minimum of tardiness and absences, and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

**Relationship with Others:** Shares knowledge with managers, supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, customers and the general public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with higher management, City Manager, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Planning:** Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the City regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the City. Within the constraints of City policy, formulates the appropriate strategy and tactics for achieving departmental and City objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and the City.

**Organizing:** Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all City and department matters affecting them and/or of concern to them.

**Staffing:** Works with Personnel Director to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and City. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feed-back to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of City goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of City standards, methods and procedures.

**Delegating:** Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitely to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and City. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints, and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of City policies regarding the department and City function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of the City and continually reviews department policies in order to ensure that any changes in City philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.